

JOHN COLET SCHOOL JOB DESCRIPTION

POST: Inclusion Unit Manager

GRADE: Range 5

PATTERN: 37 hrs/wk (8am-4pm Monday-Thursday, 8am – 3.30pm Friday), 38 weeks/year (plus 2 inset days – September & January)

RESPONSIBLE TO: Assistant Headteacher

RESPONSIBLE FOR: Student Support Officers, Inclusion Unit Officer

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

DUTIES AND RESPONSIBILITIES

- To be responsible for all aspects of the day to day management of the Inclusion Unit (which includes the positive work room and isolation area).
- To ensure appropriate supervision of students in the Inclusion Unit.
- To ensure students have appropriate work to complete while in the Inclusion Unit.
- To ensure appropriate behaviour of students while in the Inclusion Unit.
- To line manage and direct the work of Students Support Officers (SSOs).
- To organise Pastoral Support Plans (PSPs) and Attitude to Learning (ATL) plans as and when required in partnership with Heads of Year
- To maintain appropriate records for students visiting the unit.
- To produce documentation associate with exclusions, maintain the record of exclusions and arrange for student work.
- To provide statistical data as required in relation to rewards and sanctions.
- To be a Deputy Designated Safeguarding Lead.
- To administer the rewards and consequences system within SIMS under the line manager's direction.
- To create and issue behaviour time out cards for students.
- To attend meetings including parents, staff and external agencies as directed by line manager.
- To make referrals and liaise with outside agencies on aspects of student well-being as directed by line manager.
- To provide support for the Year 6 transition process.

General

- To provide support to students during periods of contact and help promote a general feeling of well-being within the School.
- To participate in the School's appraisal system.
- To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.
- To undertake other work as directed by the Headteacher.

"This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation"

March 2018